



Celebrate Remember Fight Back!

Mini Relay For Life Cancer Council Victoria





Dear

Thankyou for your interest in hosting a Mini Relay at your school.

Cancer Council Victoria and Relay For Life already exists in our community, providing an overnight event where community members have the opportunity to honour cancer survivors and remember those who have battled cancer while raising money for Cancer Council Victoria. Because participation as a school in the overnight, community event may be difficult, the chance to host a Mini-Relay at your school may be more appealing.

Hosting a Mini-Relay will be a fun, hands-on way to raise money for the Cancer Council. The money raised helps to investigate new ways to prevent, detect and treat cancers, educate people in your community about ways they can reduce their cancer risk, advocate for cancer control and influence government policy and support people during their times of greatest need.

Your local community committee and the Cancer Council's coordinator will assist you to host a Mini Relay and suggest fun and innovative ways to fund raise and run activities on the day.

We invite you to consider joining us as a school that takes up the fight against cancer! If you would like further information on Relay For Life in your area, please visit www.relayforlife.org.au or 1300 65 65 85

Sincerely,

I. Background Information

The Mini Relay:

- Is a program for Primary students (some Relay events may also include middle or senior school students) where teams of 5-15 members walk for one hour and participate in activities for the second hour
- Mini Relay teams must follow the rules of other youth teams and have one chaperone for every five members.

II. Chair/Sub-Committee Responsibilities

A committee may be formed if the Mini Relay For Life is part of a student leadership activity, however, may not be necessary if implemented by staff.

Encourage the creation of a committee with a minimum number of co-chairs and then build sub-committee positions. The Mini Relay works best when there is an active and enthusiastic committee in place. Chairpersons and sub-committee positions may be filled by the student population, SRC, parents and friends or teachers, to name a few.

Sub-committee positions include

- **Recruitment** – getting students to participate in the event
- **Recognition** – congratulating the students on their achievements
- **Activities/Pre-Event Activities** – Fund raising activities and promotional activities prior to the event
- **Day-of Activities** – making the event as enjoyable as possible with activities, entertainment, and participation
- **Logistics** – Location and materials needed
- **Volunteer** – Helpers on the day

III. Structuring Your Program

- Time?
- Age — primary or may include primary, middle and senior (if in a P-12 School setting)
- Necessary Meetings
 - Information Session
- Pre-Event Activities (may include)
 - Poster Contest
 - T-shirt Contest
 - Create Team Banner
- Day-Of Activities
 - Conduct activities to create Mission Delivery (dissemination of Cancer Council's key health messages) or just pure fun activities
 - Snacks
 - Music

Mini Relay Chair Responsibilities

- Receive training/orientation from the chairperson of your local community Relay For Life event and/or a Relay For Life Coordinator of Cancer Council Victoria
- Recruits sub-committee volunteers for team involvement, recognition, logistics and activities
- Attends Mini Relay planning meetings
- Creates and implements child oriented games/activities prior to and during Relay
- Invites children's entertainers, face painters, storytellers, etc.
- With Mission Delivery (Cancer Council Victoria's key health messages), creates and implements educational games/activities
- Asks In-Kind Sponsors to underwrite activities and snacks
- Acquires prize donations for participants (scavenger hunt winners, poster contest winners, etc)

The roles below may be implemented if you choose to form a committee

- Works with Activities chair to schedule events/activities
- Works with Logistics chair for location and materials needed
- Works with Volunteer chair for day-of assistance with activity stations
- Sends appropriate thank you notes



Cancer Council Victoria

Mini Relay For Life of <Insert Community or Shire>

<<Date & Time >>

<<Location>>

HONORARY CHAIRS – <<Names>>

Event Schedule:

Healthy Food Provided/Teams arrive

Mini Registration

Survivor Registration – *Insert times*

Opening Ceremony –

Survivor/Carers Lap/Team Parade

Walk the Track/Activities

Fightback! Closing Ceremony/Awards –

Come and enjoy

Food – Prizes – Friends – FUN!

Slip, Slop, Slap, Seek and Slide Relay – Queen of the Court Volleyball –

Hoop Shoot – Kickball – Jelly Slurping – Cancer Council Victoria Idol

Karaoke – Mz. Relay Contest – Tricycle Races - Frisbee Tossing –

Slip N' Slide — Bead Bracelets – Face Tattoos –

For more information please contact:

Mini Relay Chair – *insert information*



Mini Relay For Life of <<Insert Community or Shire>

Celebrate Remember Fight Back!

DATE:
TIME:
LOCATION:

Registration Forms/Donations may be mailed to:
Cancer Council Victoria Office
Relay For Life
1 Rathdowne Street, Carlton Vic 3053
Phone or handed in by <Insert Date>.

What Might Happen at Mini-Relays

The flexibility of Mini-Relay allows each participating school to customise the Mini-Relay schedule to accommodate the needs of the students, staff, and community. Mini-Relay can be as brief as a school assembly or as long as a School Sports Day. If desired, a spirit week can also be prepared to build interest during the week leading up to Mini-Relay.

Opening Ceremony

The Opening Ceremony sets the tone for the rest of the event. Start your Mini-Relay with high energy and excitement by playing upbeat music. Here are a few “must-haves” listed in chronological order:

- Welcome – given by the chairperson
- Introduction of committee members
- Brief overview of the highlights of the event
- Cancer survivors’ testimonials
- Cancer survivors’ lap – play inspirational music
- Team parade
- Let’s start walking!

Excitement is contagious; remember Mini-Relay is a celebration!

Activities

Mini-Relay should be FUN. Create a carnival atmosphere to keep those who are not walking entertained and actively engaged. Appropriate music playing throughout the Mini-Relay is an easy way to keep the energy level high.

Survivor Recognition

Cancer survivors and their loved ones from the community can be invited to attend, even if they are not directly connected with the school. Work with the community Relay For Life for a list of your local survivors. The cancer survivors’ lap, which occurs during the opening ceremonies, is a perfect opportunity to honour survivors and let them know that they are appreciated.

Here are some ideas for honoring survivors:

- Present personalised medals, sashes or cards to survivors
- Hand out flowers
- Serve a special meal to survivors and their families if time and resources allow
- Display a poster or sheet with handprints of survivors

Candlelight Ceremony – can be implemented prior to event start

Remembering those lost to cancer and honoring survivors can be done in several different ways.

- Cutouts of stars and moons can be purchased for a donation, and the name of the remembered person should be written on them and displayed
- Strips of paper can be purchased for a donation, and the name of the remembered person will be displayed; the strips will be then interlocked to form a chain
- Just as in the community Relay For Life, candlelight bags can be purchased for a donation and decorated with the name of the honored person and placed around the track
- Placing candles inside the bags is not suggested because it is a safety hazard

FightBack! Closing Ceremony

Not unlike the Survivors and Carers Lap and the Candlelight Ceremony, the Fight Back! Closing Ceremony is an emotionally powerful time that serves to inspire Relay participants to make a personal promise to FightBack! against cancer.

Closing Mini-Relay is a great opportunity to thank and recognise all who participated and made the event fun and exciting.

Highlight outstanding teams before announcing the total amount of money raised.

It is recommended to briefly review where the money goes in the Cancer Council Victoria.

After the total amount is announced, congratulate everyone for working so hard, and take one final lap together.

Finally, announce when the local community Relay For Life will be held and encourage everyone to continue participating in the fight against cancer.

Mini-Relay Sample Schedule

Possible formats of mini relays:

1. Schools Hours
 - 12:30pm – 3:30pm
 - Students–walk for 3 hours
 - Relay has a opening and closing ceremony
 - First lap dedicated to survivors & carers
 - Candle bags and candles given to all participants, who are given a list of nearby Relays and relevant dates so they can place a candle at the event.
2. Extended hours
 - 12:30pm – 6:30pm (sunset)
 - Student teams walk for 6 hours (individuals not required to walk that long but the baton must continue moving through-out).
 - Relay has a opening and closing ceremony
 - First lap dedicated to survivors & carers

- Closing ceremony to be held at sunset where a candlelight ceremony is incorporated into the event.
 - Opportunity for families to be involved after work hours
 - Food vendors at event
 - Games and entertainment incorporated throughout event.
3. Overnight Relay
- 3:30pm – 9:00am
 - Student teams walk for entire event (individuals not required to walk that long but the baton must continue moving through-out the night). First lap dedicated to survivors & carers
 - Camping out on schools grounds or suitable venue.
 - Relay has an opening and closing ceremony, incorporate FightBack! theme.
 - Candlelight ceremony to be held at sunset where - candles light the track for the night .
 - Opportunity for families and wider community to be involved after work hours
 - Games and entertainment incorporated throughout event.
 - Food vendors at event
 - Great community and festive feel generated through-out the night
 - Added adult supervision obviously a pre-requisite
 - Medical services and security (possible considerations)

Schools would be extended an invitation to be present at the local community Relay For Life event



Celebrate Remember Fight Back!

Additional resources for your Mini Relay For Life

Speakers could include:

Oncologists
Radiologists
X-Ray technicians
Dieticians
Survivors
Caregivers
Children of survivors
Children who have lost family members to cancer
Children's hospital staff
Parents of survivors
Hospice workers
Former smokers
QUIT project officers (tobacco prevention)
Dentists (smokeless tobacco prevention)
Exercise/physical activity experts
Athletes
A volunteer/staff person from Cancer Council Victoria

Classroom/Team Theme Ideas

Having each classroom pick a theme will add to the excitement and fun of Mini-Relay.

Racing for a Cure – race track/car theme – set up a track around your classroom.

Cruising for a Cure – have a tropical cruise theme; make your classroom look like an ocean liner.

Pioneering for a Cure – think little house on the prairie – use covered wagons and dress like pioneers.

Building a Cure – construction theme – use wheelbarrows, hard hats, and overalls.

Olympics – carry torches for the 1st lap, and paint hula hoops to look like the five rings.

Fishing for a Cure – have a row boat and hang things like fishing rods and fish around the classroom.

Gilligan's Island – make your classroom look like an island with palm trees, etc. Don't get lost at sea!

Movie-ing towards a Cure – play movies and offer popcorn. This is a great onsite fundraiser.

Hippies – dress in tie-dyed shirts, wear braids, and put peace signs around your classroom.

M.A.S.H – dress up in hospital gowns and decorate your classroom like a medical facility.

Take a Bite Out of Cancer – decorate the classroom with big mouths/smiles and cookies.

Ropin' for a Cure – create a cowboy/old western theme.

Hoops for a Cure – have a basketball theme. Your students can wear their favorite player's top!

Farm theme – wear overalls and decorate your classroom with hay bales, a mini-tractor, and pretend animals.

Put a Chill on Cancer – dress in mittens and hats for an icy, arctic theme.

Cookin' up a Cure for Cancer – decorate classroom like a kitchen, complete with food to sell.

Hitchhiking Through History – decorate your classroom and dress like you're from different time periods.

Growing Money for Cancer – use fake money to make money trees.

Holiday Theme – decorate your classroom with stockings and presents, and dress like elves.

Cancer Crusaders – dress in the medieval garb of knights and damsels.

Mexican Fiesta – play Mariachi music and wear sombreros.

Rockin' to the Oldies – have a 50s theme that incorporates a sock hop and old records.

Cancer Never Sleeps – decorate a classroom like a little kid's room, complete with teddy bears, beds, and toy chests. Wear your pyjamas.

Exploring a Cure – have a space theme and dress like astronauts or aliens.

Supplies You May Need for Your Mini-Relay

- Healthy food
- Survivor recognition items (shirts, medals, ribbons, cards, etc.)
- Sports equipment for activities
- Chaperones
- Waiver of Liability
- Posters/banners (team parade)
- Sound equipment (microphone)
- Stage
- Reserved area
- Decorations
- Carnival-type activities
- Cancer awareness information
- Guest speakers
- Rubbish bins
- Toilet access
- First-aid kit
- Volunteers
- Water
- Relay prizes
- Awards for winners

Ideas for Making Mini-Relay Fun

School Spirit Ideas

- Hold an all-school Mini-Relay assembly, and use it to announce the school's financial goal and the week's activities. Invite performing groups such as dance teams, cheer squads, or drama troupes from the local middle and senior schools to entertain at the assembly or the event.
- Each class/club can decorate a room or classroom for Mini-Relay.
- Offer a door prize and/or opportunity drawing. Request donated prizes from local businesses. (See sample in-kind donation letter.)
- Use school announcements to get the classes excited about the event. Have students make the announcements themselves!
- Classes can make a "team" banner and hang it up in the school. Take it down the day of the event and use it for the opening lap at Mini-Relay.
- Have a competition between grade levels.
- Allow students to decorate candlelight bags using fun markers, pictures, and glitter.

Event Activity Ideas

- Organize a ring toss, a pie toss, or a bean-bag toss.
- Have an eating contest.
- Play "Cancer Bingo."
- Host a Scavenger hunt that makes cancer awareness fun!
- Have a Slip! Slop! Slap! Seek! Slide! at Relay.
- Get a DJ to donate their time for an afternoon to play music while the students walk.
- Set up an obstacle course that emphasises the importance of physical activity.
- Have a "Mini Relay Idol" talent show, or sing karaoke!
- Invite a fortune-teller to the event and have them predict healthy lives for each participant.
- Section off the track into grade levels and have the students try to line their section with the goldies that have been donated.
- Have a Kick-Butts game (kickball with a cigarette drawn on the ball).
- Play Capture the Purple Flag.
- Have a hairstylist come to the event and give free cuts to anyone willing to donate their hair to making children's wigs.
- Have a magician come to Mini-Relay to entertain the students.
- Have a "Stuck to You" three-legged race.

Media Release

One way to generate media coverage is to encourage reporters to write about something special, unique, or exciting about your Mini- Relay. Here are a few suggestions for your local newspaper or television station to generate publicity for your event.

- Recognise your teacher/student survivors.
- Recognise a family who has several cancer survivors, or share the story of generational survivors – a mother and daughter who are both survivors.
- Recognise local businesses that sponsor your Mini-Relay.
- Have the mayor declare an official “Mini-Relay Day.”
- Involve the local fire or police department and highlight their involvement.
- Recognise the teacher/faculty who shaves his/her head or any other fun fundraisers.
- Highlight that this is an event that brings the entire community together. Illustrate how different parts of the community come together to make this a great event.
- Ask your local weatherman to forecast the weather at Mini-Relay.
- Recognise a participant who raises money in a unique way.

Announcements During Mini-Relay

n Sun Safety Announcement

The SunSmart UV Alert for today is (insert UV alert index level) and sun protection is required from (insert time period). Remember slip on a shirt, Slop on some sunscreen, Slap on a hat, Slide on some sunglasses and Seek shade when you can. (Explanation of UV Alert is included in this outdoor event kit pack)

n Sun Safety Announcement

Be SunSmart

Slip on a shirt to protect as much skin as possible.

Slop on sunscreen of SPF 15 or higher.

Slap on a hat that shades the face, neck, and ears.

Seek some shade

Slide on some sunglasses

n Nutrition Announcement

Watch your waistline! Snacking on healthy foods like fruit and vegetables will help you keep your weight in check and cut our cancer risk, while giving you more energy to stay in shape.

n Public Service Announcement

Do you know you can call the Cancer Council Help line Monday to Friday, from 8am to 6pm on 13 11 20 if you have any questions or concerns

n Nutrition Announcement

Relay For Life is a great way to get some exercise, and have fun doing it! Cut your cancer risk and stay in shape by keeping up the good work all year round.

n Do you speak another language? There are fact sheets about cancer in 17 languages on our website. Go to cancervic.org.au/multilingual.

n Cloudy weather doesn't mean you can't get burnt. It's the ultraviolet radiation in the sun's rays that burn you and cause skin cancer. So don't be fooled by cloudy skies

Be SunSmart – Slip! Slop! Slap! Seek! Slide!

Participant Recognition

Your students have worked hard to participate in Mini-Relay, so it is important to both thank them and make them feel special.

Here is a list of ways you can recognise your participants for their hard work at Relay:

At the Mini-Relay

Individual Recognition

- Invite all students who raised a certain amount of money to the front of the track for an All-Star lap.
- During closing ceremonies, invite the top-fundraiser to the stage for recognition and a prize.
- Allow Relay All-Stars to have little special privileges in the classroom the day of Relay.
- Invite the parents to the event.
- Give any student who raised money a special decoration for their classroom desk.
- Write letters to parents telling them how proud you are of their children's participation and volunteerism.

Team Recognition

- During closing ceremonies, invite the top fundraising team to the stage for recognition and a prize.
- Publish a picture of the "Most Creative Campsite" in the school newspaper.
- Have special signs for the top fundraising team's campsites.
- Hold a pizza/icy pole party for the top fundraising team.

Where the Money Goes

Cancer touches more than just the person diagnosed. It has an impact on everyone around them. That's why Cancer Council Victoria strives to assist those fighting the disease from all angles: Research, Advocacy, Education and Support Services. The Cancer Council Victoria's Relay For Life and Mini Relay help make this possible. Relay For Life brings together thousands of people to raise money to help prevent cancer, save lives, and diminish suffering from the disease. Cancer Council Victoria has made great progress against cancer, thanks in large part to the fundraising power of Relay For Life.

n Research – Having invested over \$20 million to cancer research since 1999, the Cancer Council has played a role in almost all the scientific milestones in cancer research, including the bone marrow transplant, the Pap test, and drugs like Tamoxifen.

n Education – By providing up-to-date cancer information, the Cancer Council has empowered people to take control of their health. For more information on log on to the Cancer Council Victoria website - www.cancervic.org.au

n Advocacy –Cancer Council's volunteer advocates work to ensure that responsible cancer policies are put in place at the local, state, and federal levels. By writing letters, sending emails, and making phone calls, volunteers help guide the actions of our elected leaders.

n Support Services –Cancer Council offers cancer patients and their families a variety of programs to help make the cancer experience a little easier. One example is the Cancer Connect Program where a person with a diagnosis can ring the Helpline number and be connected with a cancer survivor who has shared a similar cancer experience. You can call the Cancer Help Line on 13 11 20 for more information.

n Cancer Information:

Cancer Council Victoria offers a telephone number, 13 11 20 which is staffed from Monday to Friday 8am-6pm to assist you. In addition, our website at www.cancer.org.au is updated daily and offers a wide range of information.

Mini Relay Week

Some schools or classes may wish to focus on Mini Relay and cancer awareness for more than just one day. The ideas below will help to create relevant Mini Relay themes for more than one day.

Each day of Mini Relay Week can have a theme that allows students to participate by wearing something fun to represent the designated cancer education message. "Relay Week Headquarters" should be set up each day in the tuck shop (or some other high-traffic area) and advertised to students so everyone knows where to go to join in the day's activities.

During lunch, the students or parents who are organising Mini Relay Week can man the "Headquarters" table and have cancer prevention and education activities for the students. Mini Relay Week will encourage students to raise money and spirit for Cancer Council Victoria in a fun way!

Full Week Mini-Relay Schedule – Spirit Week

Monday: Be OVERALL Cancer Free!

- Students wear overalls to school in support of Relay Week
 - Announce the week's activities
 - Announce school's fundraising goal
 - At lunch have students stop by the Relay Headquarters table
- Students who participate by wearing overalls can enter the daily drawing for a prize

Tuesday: SHADE out cancer!

Students wear sunglasses to show their support of the school's Relay efforts.

- Announce the winner of Monday's drawing and the theme for Wednesday's Relay Day.
- Students who participate by wearing sunglasses can enter the daily drawing for a prize.

Wednesday: HATS off to being smoke-free!

Students wear hats to show their commitment to being smoke-free.

- Announce the winner of Tuesday's drawing and the theme for Thursday's Relay Day.
- Students who participate by wearing a hat can enter the daily drawing for a prize.

Thursday: SLIP into the race against cancer!

Students get to wear slippers to school to show their dedication to the fight against cancer.

- Announce the winner of Wednesday's drawing and the theme for Friday's Relay Day.
- Students who participate by wearing slippers can enter the daily drawing for a prize.

Friday: PURPLE DAY!

Students wear purple, the official color of Relay For Life, to show their support for Cancer Council Victoria's premier activity.

- Announce the winner of Thursday's drawing.
- Hold a Mini-Relay to celebrate the week's fundraising and activities.



Letter to the Teacher

Dear (Teacher),

We know that a third of all cancer is avoidable, but in order to prevent it we need to continue educating children in primary school. If children can learn how to make healthy choices about tobacco, physical activity, nutrition, and sun exposure at a young age, they will be able to carry this knowledge with them throughout their lives. If children are given the knowledge and tools to make good choices now, they will be able to live healthy lifestyles.

Relay For Life is a community-based event where groups of people come together and form teams to raise money for the fight against cancer. Additionally, Relay For Life is an opportunity for Cancer Council Victoria to educate the public about prevention and early detection of cancer and the services provided to the community. Relay For Life is Cancer Council Victoria's premier event, and over the years has helped fund 38 Nobel Prize winners in cancer research throughout the world.

Our school now has the opportunity to host a Mini-Relay, an extension of our local (city/shire) Relay For Life. A Mini-Relay is set up similar to the community Relay For Life, but is designed just for primary schools. We have been provided with numerous websites from the Cancer Council to download for our students. These activities can parallel the standards that we are already teaching and offer new and fun ways to reinforce these topics. At the end of the week we will host our very own Mini-Relay.

Cancer Council Victoria has provided a lot of information on how to host a Mini-Relay, but I need your help to make it fun for all of the children. We can create activities and fundraising opportunities unique to our school and our environment. I hope that you will consider joining me in providing the opportunity to allow our children to make a difference in the fight against cancer. An informative meeting about the Mini-Relay will be held at (time) on (date) at (location). I hope that you will consider joining me as we become a school that takes up the fight against cancer!

Sincerely,



Letter to the Parents

Dear Parents,

A new and exciting program will be taking place at (school name) this year. Cancer Council Victoria and Relay For Life already exists in our community, providing an overnight event where community members have the opportunity to honour cancer survivors and remember those who have battled cancer while raising money for Cancer Council Victoria. Because participation as a school in the overnight, community event may be difficult, we're having our very own Mini-Relay here at the school!

The Mini-Relay, will be a fun, hands-on way for your child to participate in a walk or run style Relay to, not only raise money for Cancer Council Victoria, but to be involved in fun activities to educate your child about how to reduce their risk of being diagnosed with cancer some day. Two thirds of all cancer is preventable, but in order to prevent it we need to teach them what they can do to help!

Your child may periodically bring home activities related to the cancer education topics as well as fundraising requests. We know that fundraising is a burden for most families, so instead we are working to come up with fun, innovative ways to raise money from the community instead of just the families. As we begin to plan our school's Mini-Relay, I invite you to join us! Many hands make light work, and we all want this experience to be the best experience possible for your child. I hope that you will consider joining me as we become a school that takes up the fight against cancer!

Sincerely,



Letter from Student to Mum and Dad

Dear Mum & Dad,

I am writing to share some exciting news with you. My very own school is going to host our first Mini-Relay celebration to raise money for Cancer Council Victoria.

My teacher told us about Relay For Life today in class and showed us a video. Relay For Life is Cancer Council Victoria's premier event, and is the largest non-profit fundraising event in the world! It involves the whole community: schools, businesses, churches, clubs, and families - young and old. Relay For Life is usually an overnight event, but we are going to have a Mini-Relay at our school during the day.

Each class is going to have a team, and I have an opportunity to be a team member. Each team member should set a goal and raise money to reach that goal. You have to see all the exciting fundraising ideas they told us about! We are going to have a competition between the classes, and even with the other grades. It is going to be so much fun! Oh, I almost forgot, we can also have a team for the community Relay For Life that is going to be at (school) on (day, date) and invite our entire family and friends.

Don't worry, I asked lots of questions, too. I wanted to know what happens once we raise all this money? All of the money is used in the fight against cancer. Cancer Council Victoria focuses their efforts on: Research, Education, Support Services, and Advocacy. Cancer Council Victoria provides support services to patients with cancer in our community, such as Cancer Connect, Look Good... Feel Good and Cancer Support Groups. They have contributed over \$20million to cancer research. If we ever need an answer to a question about cancer, we can call 13 11 20, from 8am – 6pm, Monday to Friday or visit www.cancervic.org.au You see, our contribution really does make a difference!

Will you help me with my first donation? Could I please have \$10.00 to start my fundraising? I promise to (chore) for two weeks in order to earn your contribution. Thank you so much. This event is going to be a great success and lots of fun!

Sincerely



Letter for In-Kind Donations

(In-Kind donor)
(Address 1)
(Address 2)
(City, St Postcode)

Dear (In-Kind Donor),

On (date) the (name of school) students are joining in the fight against cancer by raising money for Cancer Council Victoria walking around the (school) (gym, track) to symbolise there is no finish line until we find a cure.

(Name of school) students are holding a "Mini-Relay," which is an abbreviated version of Cancer Council Victoria's premier event, Relay For Life. Students have been collecting donations throughout the month of (month) and will walk the track for one class period as designated by their teachers.

The "Mini-Relay" will be held during the day complete with music, entertainment, and refreshments. All money raised by the (name of school) students will be donated to Cancer Council Victoria.

In order to provide refreshments for all of the hard working students, we need food donations. Please consider donating food items such as fresh fruit (oranges, apples and bananas), bread, bread rolls, cheese, water, fruit juice, etc. or a gift certificate for food purchases. We depend on the generosity of our community to cover our costs.

If your business would like to form a team to participate in the Relay For Life of (community), please contact Cancer Council Victoria on 1300 65 65 85 or visit www.relayforlife.org.au
We would love to have you join us!

Should you have any questions, you can call me at (phone number).

Thanking you & Kind Regards,



Thankyou Letter

Dear (Parents, Teachers, Administrators, Children, In-Kind Donors),

I would like to sincerely thank you for your support of the (name of school) Mini-Relay. Our Mini-Relay raised \$(total amount) for Cancer Council Victoria while learning important information about how cancer can be prevented. We never could have done it without you!

Hosting a Mini-Relay at (school) provided a wonderful example of the teamwork that our school continually demonstrates. From the volunteers who served on the planning committee, to the staff that helped with the set-up and clean-up of the event, to the families that supported the fundraising efforts of their children, Mini-Relay was truly an example of collaboration between the school and community.

I hope that you and your family will consider attending the community Relay For Life that will take place on (day), (date), at the track at (place). As a school, (name of school) has taken up the fight against cancer and come one step closer to finding a cure. I hope that you will consider joining me at the community Relay For Life as we show our support for the entire community's fight against cancer!

Sincerely,



Community Relay For Life Invitation

Dear (Parents, Teachers, Administrators, Children, etc.),

Recently our school participated in our very own Mini-Relay. Through our Mini-Relay, we raised \$(total amount) for Cancer Council Victoria while learning important information about how cancer can be prevented. The Mini-Relay is just one example of how our community is fighting cancer.

On (day), (date), a community Relay For Life will take place at the track at (name of venue). This community Relay For Life is an overnight fundraising event for Cancer Council Victoria that allows the community an opportunity to honour and support cancer survivors while learning more about how the disease is being fought through research, education, support services and advocacy. Because our school had its very own Mini-Relay, we have been invited to come to the community Relay For Life as special guests!

The top fundraising class from each grade for the Mini-Relay will be recognised at the event during opening ceremonies, which will take place at (name of venue). After opening ceremonies, all of the cancer survivors present will walk in the opening lap to start the event. If you know of any cancer survivors, please invite them to join us so we can honour them. After the Survivors' Lap, games and activities will take place throughout the night. You are invited to stay at the event as long as you would like, and if you have any questions about the activities at the event, please let me know.

As a school, we have taken up the fight against cancer, and have come one step closer to finding a cure. I hope that you will consider joining me at the community Relay For Life as we show our support for the entire community's fight against cancer!

Sincerely,



Individual Worksheet Fundraising Record

Individual Worksheet

FUNDRAISING RECORD

My person goal is \$

All donations due by

Name _____ Phone _____

Team Name _____ School _____

Age _____ Grade _____

Street Address _____ City _____ State/Postcode _____

E-Mail Address

Name (<i>print</i>)	Address*	Phone	Donation	Total
TOTALS				

*All personal contact information will be used for thankyou's, **NOT** solicitation.

Teacher's Signature.....

Consent for Youth Participation



This is not a registration form – please present this completed form at your Relay

Relay For Life Participation Form

VENUE

TEAM NAME

TEAM CAPTAIN'S NAME

EMAIL

Please complete and return to your team captain

TEAM MEMBER

First Name

Last Name

Birth Date

M/F

Language Spoken

Address

Suburb

Post Code

Phone (Home)

Mobile

Email

Are you a:

(Please circle all that apply)

Team Member

Survivor

Carer

Visitor

ARE YOU UNDER 18? YES/NO
(A PARENT OR GUARDIAN IS REQUIRED TO SIGN ON YOUR BEHALF)

PARENT/GUARDIAN SIGNATURE

PARENT/GUARDIAN NAME

CONTACT NUMBER

PLEASE SIGN BELOW TO INDICATE THAT YOU HAVE AGREED TO THE TERMS AND CONDITIONS OVERLEAF

Signature _____

Date ____ / ____ / ____

Privacy: The Cancer Council Victoria respects and upholds your rights to privacy protection. Visit www.cancervic.org.au/privacy or telephone 1300 85 85 85.

- I no longer wish to receive Relay For Life information from The Cancer Council Victoria.
- I no longer wish to receive any communication from The Cancer Council Victoria.



PARTICIPATION TERMS & CONDITIONS

1. I acknowledge that the event involves physical exertion and I accept and understand that I am solely responsible for my own level of fitness and personal ability to participate in the event. I will immediately notify The Cancer Council if I believe that I am no longer able to participate in the event.
- 1.1 I consent to the event organisers using my name, image, likeness and also my performance in the event, at any time, to promote the event by any form of media.
- 1.2 If, as a result of my participation in the event, I am required to undergo or receive medical treatment, then I consent to The Cancer Council providing and/or requesting medical treatment, which The Cancer Council deems to be reasonable and necessary in the circumstances. I accept that I am responsible for advising The Cancer Council Victoria of any reason or reasons why I should not receive medical treatment or assistance if required.
- 1.3 We, the undersigned, acknowledge and accept that participation in the "Relay For Life" fundraising event organised and conducted by The Cancer Council Victoria may result in injury to a participant.
- 1.4 I agree that it is a term and condition of my entry into the venue at which the "Relay For Life" fundraising event is being conducted, and a term and condition of my participation in that event, that The Cancer Council Victoria and its directors, officers, servants, agents, members, sponsors, organisers, successors and assigns are absolved and released from all liability, however arising, for any injury or damage, however caused, (including death) that I suffer in relation to my participation in that event.
- 1.5 I release and forever discharge The Cancer Council Victoria and its directors, officers, servants, agents, members, sponsors, organisers, successors and assigns from:
 - (a) all actions, proceedings, claims or demands; or
 - (b) losses, damages, penalties, costs and expenses, that I may have or may have had, but for this release, in connection with my participation in the "Relay For Life" fundraising event.
- 1.6 I confirm that I have read and fully understood this document and I understand that, in signing this document, I am agreeing to the terms and conditions set out in this document and that I waive my rights to sue for any liability on the part of The Cancer Council Victoria or its directors, officers, servants, agents, members, sponsors, organisers, successors and assigns.
- 1.7 I acknowledge that a failure to comply with the above terms and conditions may prohibit my participation in the event.
- 1.8 I acknowledge that I have the ability to either accept or reject this release, however, if I reject to sign this release, I accept and understand that I **cannot** participate in the "Relay For Life" fundraising event.
- 1.9 **Any person under the age of 18 years must have their parent or guardian sign this release in order to participate in the "Relay For Life" fundraising event.**

Complete details overleaf



Activities off the oval

Some more ideas for off the oval when you are waiting your turn and would like an activity to keep you occupied.

1. SunSmart Crossword

http://www.sunsmart.com.au/protecting_others/at_school/e6_p6_schools/activity_pages_for_primary_students/upper_primary_activities/SunSmart_crossword.pdf

Answers:

http://www.sunsmart.com.au/protecting_others/at_school/e6_p6_schools/activity_pages_for_primary_students/upper_primary_activities/SunSmart_crossword_answers.pdf

2. Kids Go For Your Life – Quiz. Do you believe in weight loss myths?

http://www.goforyourlife.vic.gov.au/hav/articles.nsf/pages/Quiz_weight_loss_myths?open

3. Quit Line Quiz

<http://www.sofweb.vic.edu.au//edulibrary/public/stratman/Policy/schoolgov/druged/curriculumMaterial s.pdf>

4. Go For Your Life – Quiz. What are the risks of bowel cancer?

http://www.goforyourlife.vic.gov.au/hav/articles.nsf/pages/Quiz_what_are_the_risk_factors_of_bowel_cancer?open

5. Quit – Colour – in sheets

<http://www.quit.org.au/browse.asp?ContainerID=1672>

6. SunSmart – Word Search

http://www.sunsmart.com.au/protecting_others/at_school/e6_p6_schools/activity_pages_for_primary_students/upper_primary_activities/SunSmart_word_search.pdf

Answers:

http://www.sunsmart.com.au/protecting_others/at_school/e6_p6_schools/activity_pages_for_primary_students/upper_primary_activities/SunSmart_word_search_answers.pdf



Do you believe the weight loss myths?

1. Which foods burn off body fat?

- ☐ A. Grapefruit and kelp.
- ☐ B. Onions and garlic.
- ☐ C. There aren't any foods that burn body fat.

2. Which foods are particularly fattening?

- ☐ A. Potatoes, bread and rice.
- ☐ B. Butter, oils and salad dressings.
- ☐ C. No foods are particularly fattening.

3. Will you put on weight if you drink fluids while eating a meal?

- ☐ A. No, drinking water while eating doesn't add any extra kilojoules or weight.
- ☐ B. Yes, because it slows down your digestion.
- ☐ C. Yes, because the water dilutes digestive juices and enzymes, making them less effective.

4. What is the recommended breakfast for those trying to lose weight?

- ☐ A. No breakfast at all - skipping one meal per day is a guaranteed way to cut down on kilojoules.
- ☐ B. Fruit only, because any other type of food will tax the digestive system after its all-night fast.
- ☐ C. Wholegrain cereal foods like wholegrain bread, muffins or breakfast cereals combined with fruit and low fat dairy products.

5. How much weight should you aim to lose per week while dieting?

- ☐ A. Up to one kilogram.
- ☐ B. Two to three kilograms.
- ☐ C. Three kilograms or more.

6. Does exercise help in weight loss?

- ☐ A. Yes, but only if the exercise is strenuous.
- ☐ B. Yes, moderate exercise can help you lose weight, especially if you include some muscle strengthening exercises.
- ☐ C. Exercise isn't as important as dieting when it comes to weight loss.

7. How much weight does an overweight or obese person have to lose?

- ☐ A. An overweight or obese person must lose at least 20 per cent of their body weight.
- ☐ B. An overweight or obese person only needs to lose about 5-10 per cent of their body weight

to see significant improvements in their health.

- C. An overweight or obese person usually has to lose around 20 kilograms.

8. How long should a diet last?



A. No more than two weeks.



B. At least three months.



C. Ideally, your whole life.

Your score is:

Score 0 to 2:

It sounds like your knowledge of healthy ways to lose weight is limited. It might be a good idea to seek professional help to assist you in making healthier lifestyle choices. See your doctor for further information and referral or visit a dietitian.

Score 3 to 5:

Some of your notions about weight loss are not correct and could be thwarting your attempts at either losing weight or maintaining a healthy weight. Browse through the Better Health Channel articles on weight management for guidance.

Score 6 to 8: Well done, you seem savvy about weight loss and are less likely to fall into the trap of crash dieting.

The best answers are:

1. C
2. B
3. A
4. C
5. A
6. B
7. B
8. C



What are the risk factors of bowel cancer?

1. Is there a history of bowel cancer in your family?

- ☐ A. Yes - parent, brother, sister or child.
- ☐ B. Yes - more distant relatives, such as cousins or aunts.
- ☐ C. No, or not to my knowledge.

2. Are you overweight?

- ☐ A. Yes, I am obese and need to lose a substantial amount of weight.
- ☐ B. No, I am about the right weight for my height, give or take a few kilos.
- ☐ C. Yes, I could afford to lose a reasonable amount of weight.

3. How often would you eat fatty foods like cakes, chocolates, pastries and takeaway meals like hamburgers and chips?

- ☐ A. Just about every day.
- ☐ B. Probably once a week or less.
- ☐ C. Around two or three times every week.

4. What kinds of vegetables do you eat regularly?

- ☐ A. I eat all sorts of different vegetables, including broccoli, cauliflower, turnip and bok choy.
- ☐ B. I prefer to eat the 'old favourites', such as peas, beans, carrots and potatoes.
- ☐ C. I don't eat many vegetables.

5. Do you eat plenty of pasta, rice and wholegrain foods like breads and cereals on a daily basis?

- ☐ A. Not really - I tend to shy away from those sorts of foods.
- ☐ B. I eat these types of foods on most days of the week.
- ☐ C. Yes, these foods make up the bulk of my daily diet.

6. Are you a cigarette smoker?

- ☐ A. No.
- ☐ B. Sometimes, perhaps when I'm socialising on the weekends.
- ☐ C. Yes, I smoke every day.

7. How many standard alcoholic drinks would you consume (on average) each week?

- ☐ A. None to four.
- ☐ B. Five to 10.
- ☐ C. 14 or more.

8. Do you exercise regularly?



A. Yes, I exercise on most days of the week.



B. Yes, but only about two or three times per week, on average.



C. Not at all, or hardly ever.

Your score is:

Score 8 to 12:

It is thought that much of the risk of bowel cancer may arise from lifestyle factors. Your poor lifestyle choices are putting you at increased risk of bowel cancer (and a host of other diseases, like diabetes). It's time to make some radical changes. Your doctor should be able to offer valuable help and guidance.

Score 13 to 18:

Some of your exercise and dietary habits could be making you more susceptible to bowel cancer. Making a few, simple changes could significantly reduce your risk of not only bowel cancer, but a range of other diseases including heart disease and diabetes. Browse through the Better Health Channel articles for ideas on how to improve your eating and exercise habits, or talk to your doctor.

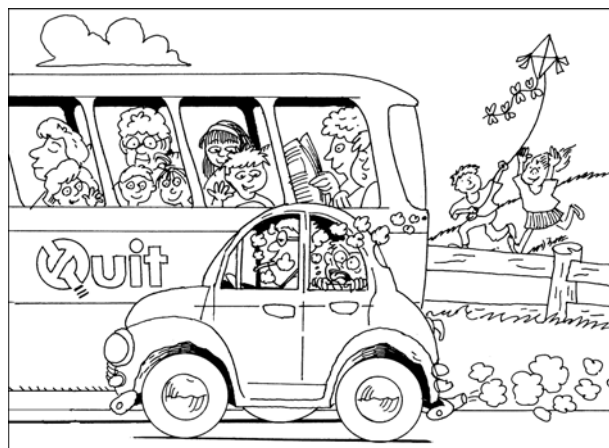
Score 19 to 24: Congratulations, your lifestyle choices are substantially reducing your risk of bowel cancer. It is still advisable to undergo regular health checks and screening for bowel cancer after the age of 55. There's always room for improvement, so consult with your doctor or browse through the Better Health Channel articles for ideas on how to improve your eating and exercise habits to further reduce your bowel cancer risk.

The correct answers are:

1. C
2. B
3. B
4. A
5. C
6. A
7. A
8. A

Colour-in sheets

Colour-in sheets are an engaging way to educate young people about the harms of smoking and the benefits of being smokefree.



How many times can you count **Quit**?

CIGARETTES ARE THE NUMBER 1 CAUSE OF FIRE IN THE HOME!



Name _____

